



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2010-19**

**June 4, 2009**

**Open To:** All Interested persons  
**Position:** Warehouseman FSN-805-2  
**Opening Date:** June 7, 2010  
**Closing Date:** June 21, 2010  
**Work Hours:** Full-time; 40 hours/week

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## BASIC FUNCTION OF POSITION

Incumbent cleans warehouses and storage areas. He/she is able to lift and carry heavy items. He/she loads/unloads items and furniture on/from trucks. Moves office and residence furniture. Dusts, wipes and polishes furniture stored in warehouse and other appliances. Checks and replaces smoke detectors and fire extinguishers in offices and official residences. Cleans, mops, dusts, waxes floors, wipes and polishes gym room equipment. Keeps warehouse areas clean. Makes sure that trash cans are emptied in sight of garbage contractor's pickup days. Works under close supervision of the Non-Exp Supply Supervisor.

## MAJOR DUTIES AND RESPONSIBILITIES

- Maintains warehouse areas clean. Cleans, dusts, wipes warehouse shelves. Receives, holds and moves carefully all furniture, appliances, household equipment to proper storage areas in warehouse, using hand trucks and other equipment. Uses protective covers to protect furniture and other appliances from dust. Keeps moving equipment ready to use for office furniture move, and residence furnishing.
- Helps to move items from receiving room to warehouses, making sure expendable supplies be stored in the appropriate area, and non-expendable supplies in the main warehouse.
- Visits properties to check smoke detectors and fire extinguishers, and replaces them if defective.
- Sets tents, tables, chairs and other party supply items as requested.

## DESIRED QUALIFICATIONS

**Education:** Completion of elementary school and two-year-secondary school are required.

**Prior Work Experience:** Six months experience performing warehouse receiving and storage functions.

**Post Entry Training:** None

**Language Proficiency:** Level I English, Level II French, Level II Kirundi or Swahili are required.

**Knowledge:** Methods and procedures pertaining to receiving, processing, storing, and distribution of a variety of supplies, materials and equipment.

**Skills and Abilities:** Effectively participate in a receiving, storage, and distribution operation. Perform moderately heavy manual tasks. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Lift and carry heavy loads in a safe manner.

**POSITION ELEMENTS**

**Supervision Received:** General supervision by the NEXP Supervisor, with input and review by the GSO/GSO Specialist.

**Available Guidelines:** None.

**Exercise of Judgment:** N/A

**Authority to Make Commitments:** None.

**Nature, Level and Purpose of Contacts:** N/A

**Supervision Exercised:** None.

**Time Required to Perform Full Range of Duties after Entry into the Position:** Three months.

**ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY**

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612) form.
- A current resume.
- Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above are required.

The application form is available on the Bujumbura Embassy Internet Site at

<http://burundi.usembassy.gov/resources/employment-opportunities>.

**CLOSING DATE FOR THIS POSITION: June 21, 2010 at 5:30 pm.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.***

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.